

Certificate of Occupancy Form (Form CO-1)

PROCEDURE

Upon completion of construction, and after the acceptance testing of all fire and life safety systems have been accomplished and all defects and deficiencies have been corrected a Certificate of Occupancy (Form CO-1) must be completed.

Prior to occupying the structure the owner/tenant shall contact the Regional Structural Fire Management Office to schedule a fire and life safety pre-occupancy inspection. At the completion of that inspection, a Certificate of Occupancy shall be completed and signed by the Park Representative, the Contracting Officer (CO) (or Contracting Officer Representative (COR)) and Authority Having Jurisdiction (AHJ) (or their designee).

It is understood that the signature of the National Park Service (NPS) Representative in no way prejudices any claim against the Contractor or its Subcontractor(s) for faulty material, poor workmanship, or failure to comply with the requirements of the Regional Structural Fire Management Officer, Contracting Officer, or local ordinances.

This review is based on the project scope of work, and the most current release of the following documents:

- National Fire Protection Association (NFPA) 101 Life Safety Code
- National Fire Protection Association (NFPA) 1 Fire Code
- NPS Reference Manual (RM) 58 Structural Fire Management
- International Building Code (IBC)
- International Fire Code (IFC)

***All "No" responses are to be explained in the Notes section on page 3 of this form. Corrective actions requiring a Facility Maintenance work order shall be reported directly to the Park Structural Fire Coordinator and Facility Maintenance for action.**

GENERAL FACILITY DATA

Building Number:

Park District:

Facility Management Software System (FMSS) Asset Identification Number:

Building Occupant:

NPS Concessionaire Park Partner Other (describe):

Building Tenant:

Tenant Name/Organization:

Contact Phone Number:

General Contractor Business Name:

Phone Number:

Representative Name:

GENERAL FACILITY DATA (continued)

Type of Project:

New Building

Change of Occupancy

Renovation

Alteration

Construction:

Type 1

Type 2

Type 3

Type 4

Type 5

Square Footage:

Number of Floors:

Basement: Yes

No

Attic: Yes

No

Occupancy Type (check all that apply):

Assembly

Business

Storage

Hotel

Dormitory

Lodging and Rooming House

One- and Two-Family Dwelling:

Industrial:

Mercantile:

Apartment:

Educational:

Day-Care:

Detention and Correction:

Special Features: (check all that apply): Not Applicable

Parapet

Mezzanine

Stage

Catwalk

Courtyard

Fireplace

Emergency Generator

Kitchen Hood Suppression System

Fire Escape Stairs

FIRE PROTECTION

1. Fire Sprinkler System Installed: Yes No Not Applicable

2. Fire Detection and Notification System Installed (Commercial): Yes No Not Applicable

3. Smoke Alarms Installed (Residential): Yes No Not Applicable

4. Other Fire Suppression System Installed:

a. Kitchen Hood System: Yes No Not Applicable

b. Clean Agent: Yes No Not Applicable

(describe):

c. Other: Yes No

(describe):

d. Fire/Smoke Dampers: Yes No Not Applicable

5. NPS Acceptance Forms Provided and Completed:

a. Aboveground Piping Acceptance Test Form (Form AS-5): Yes No Not Applicable

b. Underground Piping Acceptance Test Form (Form AS-4): Yes No Not Applicable

FIRE PROTECTION (continued)

- c. Backflow Prevention Assembly Test Form (BF-1): Yes No Not Applicable
- d. Fire Alarm Record of Completion and Acceptance Form (FA-2): Yes No Not Applicable
6. Fire Alarm/Suppression System Monitored by a Listed Monitoring Center: Yes No Not Applicable

LIFE SAFETY

1. Illuminated Exit Signs Installed: Yes No Not Applicable
2. Illuminated Exit Signs Working at Time of Inspection: Yes No Not Applicable
- a. Normal Mode: Yes No Not Applicable
- b. Emergency Mode: Yes No Not Applicable
3. Emergency Lighting Installed: Yes No Not Applicable
4. Emergency Lighting Units Working at Time of Inspection:
- a. Normal Mode: Yes No Not Applicable
- b. Emergency Mode: Yes No Not Applicable
5. Elevator Installed: Yes No Not Applicable
- a. Phase I and II Elevator Recall Working at Time of Inspection: Yes No
- b. Elevator Certificate Completed and Provided: Yes No
6. Door Self-closing Devices Working at Time of Inspections: Yes No Not Applicable
7. Adequate Exits from all Floors: Yes No Not Applicable
8. Means of Egress Properly Enclosed/Protected: Yes No Not Applicable
9. Proper Fire Walls/Barriers: Yes No Not Applicable
10. Penetration in Fire Rated Construction/Smoke Barrier Properly Sealed: Yes No Not Applicable
11. Fire/Smoke Dampers Working at Time of Inspection: Yes No Not Applicable
12. Fire Extinguishers Present: Yes No Not Applicable
- a. Fire Extinguishers Mounted Properly and have Certification Tag Affixed: Yes No
13. Extension Cords Being Used for Permanent Source of Power: Yes No

FACILITY OPERATIONS

1. Signed and Current Emergency Operations Plan in Place: Yes No Not Applicable
2. Fire Suppression System Inspection, Testing and Maintenance Program Implemented: Yes No Not Applicable
3. Fire Alarm and Notification Inspection, Testing and Maintenance Program Implemented: Yes No Not Applicable
4. Fire Extinguisher Inspection, Testing and Maintenance Program Implemented: Yes No Not Applicable
5. Illuminated Exit Sign Inspection and Testing Program Implemented: Yes No Not Applicable

FACILITY OPERATIONS (continued)

6. Emergency Lighting Inspection and Testing Program Implemented:	Yes	No	Not Applicable
7. Periodic Fire Drill Program Implemented:	Yes	No	N/A
8. All Circuit Breakers in Electrical Panels Clearly Labeled/Identified:	Yes	No	Not Applicable
9. Provided thirty six (36) inch Clearance Around all Electrical Panels:	Yes	No	Not Applicable
10. Occupancy Load Signs Posted:	Yes	No	Not Applicable

NOTES

DETERMINATION

Occupancy Approved:

Occupancy in Part:*

Occupancy Denied*

** Explain in comment section above.*

• **Occupancy Approved** - These are buildings or structures that are issued a Certificate of Occupancy because the Authority Having Jurisdiction (AHJ), or his/her designee, has inspected and approved fire and life safety components of the project in question and found these systems complete and in compliance with project requirements and applicable fire and life safety codes and standards. This certificate does not remove the requirement of the owner/occupant to comply with the requirements of other codes, standards, or requirements for occupancy of said structure. Additional signage, controls and tenant improvement requirements may be under separate permits and separate Certificates of Occupancy.

• **Occupancy in Part** - These are buildings or structures with incomplete fire or life safety systems or other critical components, or where only a portion of the building or structure are completed in compliance with project documents and applicable codes and standards. Additional actions are required by Park or Contractor before approved Contracting Officer can be issued. The Occupancy in Part certificate shall be accompanied by a Park Superintendent signed Memo to File (MTF) clarifying systems/components impacted, issue preventing compliance, Authority Having Jurisdiction approved corrective action proposed, and date by-which Park projects compliance to be achieved.

• **Occupancy Denied** - These are buildings or structures, or portions thereof, deemed non-compliant during the Authority Having Jurisdiction inspection, testing, and commissioning site visit. Further consideration of occupancy will require completion of agreed upon corrective actions, and second inspection, testing, and commissioning site visit.

SIGNATURES

Park Representative:

Date:

Signature:

Contracting Officer (CO) (or Contracting Officer Representative (COR)):

Date:

Signature:

Authority Having Jurisdiction (AHJ) (or designee):

Date:

Signature: